

Subdivisions

- Type 1
- Type 2

Application Checklist & Submission Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

Subdivisions Application

Checklist required for a complete application for:

➤ Type 1 Subdivision

Applicant must submit all that are applicable:

- Completed **Application Form** signed by the registered lot owner or authorized agent.
- Fee** in accordance with Schedule A of the Subdivision By-law.
- Tentative Subdivision Plan** drawn to scale in accordance with the *Community Planning Act* and illustrating the following:
 - Location of lot lines and lot dimensions;
 - Location and setbacks of buildings and structures;
 - Location and dimensions of easements and rights-of-way;
 - Location and nature of site improvements, including driveway accesses, parking (including barrier free and bicycle), loading, drive-thru facilities, landscaping and amenity spaces, and signs; and
 - Topographic features, including watercourses, bodies of water, wetlands, grade changes, and drainage.
- Other information** may also be required to complete the application. It is therefore strongly recommended that the applicant consult with City staff prior to submission, including:
 - **Infrastructure information** where new municipal water, municipal sanitary sewer, and municipal storm sewer mains and or laterals are proposed;
 - **Water Supply and Soils Reports** where a subdivision along an existing street involves or is capable of involving more than ten lots to be served by wells and on-site sewage disposal systems; and
 - **Land for Public Purposes** or **Money in-lieu** where a subdivision along an existing street involves the creation of new lots and no such dedication has been previously provided.
 - **Storm Drainage Submission** where changes to the grading of the property and/or ground surface characteristics are proposed.



Subdivision Application

Checklist required for a complete application for:

➤ Type 2 Subdivision

Applicant must submit all that are applicable:

- Completed **Application Form** signed by the registered lot owner or authorized agent.
- Fee** in accordance with Schedule A of the Subdivision By-law.
- Tentative Subdivision Plan** drawn to scale in accordance with the *Community Planning Act* and illustrating the following:
 - Location of lot lines and lot dimensions;
 - Location and setbacks of buildings and structures;
 - Location and dimensions of easements and rights-of-way;
 - Location and nature of site improvements, including driveway accesses, parking (including barrier free and bicycle), loading, drive-thru facilities, landscaping and amenity spaces, and signs; and
 - Topographic features, including watercourses, bodies of water, wetlands, grade changes, and drainage.
- Other information** may also be required to complete the application. It is therefore strongly recommended that the applicant consult with City staff prior to submission, including:
 - **Infrastructure information** with respect to the proposed street work, water, sanitary sewer, and storm sewer infrastructure, utilities, and other facilities required by the Subdivision By-law;
 - **Water Supply and Soils Reports** where a subdivision involves or is capable of involving more than ten lots to be served by wells and on-site sewage disposal systems;
 - **Traffic Impact Assessment Report** where a subdivision is to be served by only one street and involves or is capable of involving more than 100 dwelling units; and



- o **Land for Public Purposes** or **Money in-lieu** where a subdivision along an existing street involves the creation of new lots and no such dedication has been previously provided.
- o **Storm Drainage Submission** where changes to the grading of the property and/or ground surface characteristics are proposed.



LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N			
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	CONTRACTOR	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	OWNER	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
PRESENT USE:		PROPOSED USE:		
CHECK ALL THAT APPLY	BUILDING	PLANNING	INFRASTRUCTURE	HERITAGE
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE
	<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE
	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER
	<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE DEVELOPMENT
			<input type="checkbox"/> HERITAGE SIGN	
			<input type="checkbox"/> HERITAGE INFILL	
			<input type="checkbox"/> HERITAGE DEMO	
			<input type="checkbox"/> OTHER	
DESCRIPTION OF WORK				

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

General Collection Statement

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building
 8th Floor - 15 Market Square
 Saint John, NB E2L 1E8
commonclerk@saintjohn.ca
 (506) 658-2862



I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

 Applicant Name

 Applicant Signature

 Date

CIVIC ADDRESS		APPLICATION #		FEE PAID	Y	N
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TYPE OF APPLICATION		
<input type="checkbox"/> Instrument Documents requiring Development Officer endorsement for registration Service Fee: \$50	<input type="checkbox"/> Tier 1 Subdivision Lot boundary adjustments, consolidations, and new lots along an existing street Service Fee: \$250 plus \$50 per new building lot	<input type="checkbox"/> Tier 2 Subdivision Subdivisions involving the construction of a street Service Fee: \$500 plus \$100 per new building lot

DETAILED DESCRIPTION OF APPLICATION
Attach the instrument or tentative subdivision plan, whichever is applicable, and any additional documentation to fully describe the application. Tentative subdivision plans must adhere to the requirements of Section 49 of the <i>Community Planning Act</i> of New Brunswick. In the case of a Tier 2 Subdivision, the submission of a preliminary proposal and a Pre-Application Meeting with City staff is encouraged prior to seeking approval. Please contact the One-Stop Development Shop at (506) 658-2911 for further information.

ENCUMBRANCES
Describe any easements, restrictive covenants, and other encumbrances affecting the land.

AUTHORIZATION				
As of the date of this application, I, the undersigned, am the registered owner of the land described in this application or the authorized agent thereof, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize the applicant to represent this matter and to provide any additional information that will be necessary for this application.				
<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <input type="text"/> Registered Owner or Authorized Agent </td> <td style="width: 50%; text-align: center;"> <input type="text"/> Additional Registered Owner </td> </tr> <tr> <td style="text-align: center;"> <input type="text"/> Date </td> <td style="text-align: center;"> <input type="text"/> Date </td> </tr> </table>	<input type="text"/> Registered Owner or Authorized Agent	<input type="text"/> Additional Registered Owner	<input type="text"/> Date	<input type="text"/> Date
<input type="text"/> Registered Owner or Authorized Agent	<input type="text"/> Additional Registered Owner			
<input type="text"/> Date	<input type="text"/> Date			
The information contained in this application and any documentation, including plans, drawings, reports, and studies, provided in support of this application will become part of the public record.				